



It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

**AimHigher Data Support Coordinator
EH2794**

**Part time – 21.75 hours per week
Fixed term until 31st July 2011**

Responsible to: AimHigher Regional Data Manager

Accountable to: Director of SPPU

Main purpose of the job

The post is located within the the strategic planning and policy unit at Edge Hill University. The post holder will be a member of a team of staff who provide support for this area. Although each member of the team has specific duties, post holders are expected to adopt a flexible approach to the diverse demands made upon the team and to have a 'can do' attitude. The main purpose of this role is to provide technical and administrative support to AimHigher in the North West and is based at Edge Hill University Ormskirk campus. The post involves a considerable amount of Data handling requested through a variety of AimHigher partnerships under the direction of the Regional Manager and does have liaison with internal departments and external organisations.

Specific duties and responsibilities

1. Convert data from a variety of sources into suitable formats for manipulation in Access databases and Excel spreadsheets.
2. Build and maintain Access databases.
3. Provide day to day administrative support for activity of the Regional Manager

4. In conjunction with line manager design, implement and review an appropriate data management systems.
5. Liaison with internal departments (Widening Participation Service) and external agencies (AimHigher partnerships) in relation to the production of statistical reports as necessary.
6. Produce user-friendly tables and charts from Access databases and Excel spreadsheets.
7. Coordinate requests for data and produce summary reports for line manager.
8. Administrative support for as directed by line manager.
9. Contribution to the delivery of interpretation presentations at various AimHigher events.
10. To provide cover for other members of the team as necessary.
11. Respond positively to changing circumstances that may lead to a mutually agreed re-definition of the role.
12. Deputise for the line manager in their absence.
13. Adhere to Edge Hill University's policies and procedures, including Equal Opportunities and Health and Safety.
14. Participate in Edge Hill University's performance review and development Scheme.
15. Undertake appropriate training and development as required.

Salary: Grade 4, points 15-18
£19,185 - £20,938 pro rata

Hours: Part-time, 21.75 per week until 31st July 2011. However, it is expected that the post holder will work flexibly according to the on-going demands of the job and responsibilities at this level.

Candidates should note that they will be shortlisted based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification form attached.

Completed application forms to be returned to Human Resources, Edge Hill University, St Helens Road, Ormskirk, Lancashire L39 4QP, **to arrive no later than 15 September 2010.**



PERSON SPECIFICATION

AimHigher Data Support Coordinator EH2794

Part time – 21.75 hours per week
Fixed term until 31st July 2011

CRITERIA

Applicants should provide evidence of their ability to meet the following criteria:

	Essential	Desirable
Qualifications		
Educated to A level/BTEC standard or to have relevant work experience	*	
Advanced word processing qualification/work related experience	*	
Experience and Knowledge		
Experienced in the use of database, word processing and spreadsheets	*	
Experience of working in a busy office	*	
Experience of working in a responsive service led environment	*	
Experience of providing data analysis information	*	
Experience of working in the Higher Education sector		*
Abilities/Skills		
Excellent word processing skills – Microsoft Word	*	
Knowledge and experience of database packages – Access	*	
Knowledge and experience of spreadsheet packages – Excel including pivot tables	*	
Knowledge and experience of Geographical Information Systems		*
Ability to work on own initiative with a minimum of supervision	*	
Ability to organise and co-ordinate presentations	*	
Ability to work effectively under pressure and meet deadlines	*	
Ability to work independently as well as part of a team	*	
Ability to be operate flexibly and reliably	*	
Ability to maintain total confidentiality in relation to licence arrangements	*	
Excellent communication skills both oral and written	*	
A positive 'can do' attitude	*	

Essential Desirable

Other

A commitment to Widening Participation in Higher Education

*

Support for Edge Hill's policy on equal opportunities

*

Willingness to undertake staff training and development as required

*

Participation in Edge Hill's appraisal scheme

*

Ability to travel to AimHigher events

*